

-NOTICE OF A PUBLIC MEETING-
Governmental Body: Van Meter City Council
Date of Meeting: Monday, February 9, 2015
Time/Place of Meeting: 7:00 p.m. – Veteran's Reception Center, 910 Main Street

Business Meeting Agenda:

1. Call to Order
2. Approval of Agenda
3. Introductions
4. Citizens Hearing
5. Consent Agenda:
 - a. Minutes of January 12, 2015, January 14, 2015, council meetings
 - b. January Claims list
 - c. January Financial Statement
 - d. Approve an application for tax abatement for improvements at 527 Main Street.
 - e. Appoint Eric Faust as a reserve police officer.
 - f. Resolution to fix Monday, March 9, 2015 at 7:00PM for a public hearing and action on a proposed budget for fiscal year 2016.
6. Presentation of the financial audit for Fiscal Year 2014.
7. Resolution approving personnel transactions relevant to a part-time police officer.
8. Resolution to fix a date for a public hearing on a proposal to enter into a Water Revenue Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$185,000
9. Department/Committee Reports:
 - a. Parks and Rec
 - b. Library
 - c. Public Safety
 - d. Public Works
 - e. Attorney
 - f. Engineer
 - g. Administrator
 - h. Council
 - i. Public Works/Infrastructure
 - ii. Culture and Recreation
 - iii. Ad-Hoc Committees
 - i. Mayor
 - i. Finance
 - ii. Policy
 - iii. Economic Development
 - iv. Public Safety
 - v. EMA, E911
10. Adjourn

Agenda Item #1 - Call to Order

Submitted for:

Recommendation:

Sample Motions:

Mayor: *The time is Seven O'clock PM on Monday, February 9, 2015. I hereby call this meeting of the Van Meter City Council to order.*

Agenda Item #2 - Approval of the Agenda

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: *Do I hear a motion to approve the agenda?*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll call please.*

City Clerk: *Lacy ____; Stump ____; Tweed ____; Sacker ____; Peterson ____;*

Mayor: *The agenda is adopted. Thank you.*

Agenda Item #3 - Introductions

Submitted for:

Information

Recommendation:

Sample Language:

Mayor: *Would those present please introduce themselves?*

Agenda Item #4 - Citizen Hearing

Submitted for:

Information

Recommendation:

N/A

Sample Language:

Mayor:

At this time I will recognize members of the public who have signed in and wish to address the City Council. Once given the floor you will have a maximum of three minutes to read your statement into the record.

Under Iowa law, the City Council is prohibited from discussion or taking any action on an item not appearing on its posted agenda. Therefore, any issue raised under the “citizen hearing” section of the agenda will be referred to staff for a decision about whether it should be placed on a future agenda for discussion, action, or report. Council is not permitted to answer questions, engage in discussion, or otherwise entertain or deliberate on any matters raised during matters raised in the “citizen hearing” section of the agenda.

Agenda Item #5 - Consent Agenda

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: *Would staff please review the Consent Agenda.*

Staff: *Gives Review.*

Mayor: *Does the City Council wish to discuss any item on the consent agenda separately? If not, I would entertain a motion to approve a Resolution Adopting the Consent Agenda as it has been presented to us.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lacy ____; Sacker ____; Tweed ____; Peterson ____; Stump ____;*

Mayor: *The Consent Agenda is adopted. Thank you.*

- 1) The Van Meter City Council met for a regular council meeting on Monday, January 12, 2015 at the Veterans Reception Center. Mayor Allan Adams called the meeting to order at 7:01PM. The following council members were present upon roll call: Bob Lacy, Kim Sacker, Mike Peterson, and Owen Stump. Elizabeth Tweed was absent

Staff present: City Administrator Jake Anderson, City Attorney Erik Fisk, Public Safety Director William Daggett.

- 2) Mayor Adams asked for a motion to approve the agenda. Motioned by Lacy supported by Peterson. Passed unanimously.
- 3) Introductions were made.
- 4) Mayor Adams appointed Bob Lacy Mayor Pro Tem and administered the oath of office.
- 5) Mayor Adams asked staff to present the proposed City Council Operating Guidelines. City Attorney Fisk presented revisions relevant to citizen hearings and the appointment of the City Attorney as parliamentarian. After some discussion, Lacy moved supported by Peterson to approve the City Council Operating Guidelines as presented. Passed unanimously.
- 6) Mayor Adams asked staff to present the proposed City Council Committee/Liaison Assignments. City Administrator Anderson explained that with the exception of designating Bob Lacy as Mayor Pro Tem the committee assignments would remain the same. Moved by Lacy supported by Sacker to approve the City Council Committee/Liaison Assignments as presented. Passed unanimously.
- 7) Mayor Adams opened the citizens hearing. Hearing none Mayor Adams closed the citizens hearing.
- 8) Mayor Adams reviewed the consent agenda, and asked for discussion. City Administrator Anderson noted amendments to the claims list. Mayor Adams asked for a motion to adopt the revised consent agenda which included the following:
 - a. Minutes of the December 8, 2014 and December 11, 2014 council meetings.
 - b. December Claims list.

VENDOR	REFERENCE	AMOUNT
A D DISTRIBUTING CO	FLAG FOR CITY HALL	\$ 101.00
ACCO	WATER CHEMICALS	\$ 636.90
AG SOURCE LABORATORIES	WATER TESTING	\$ 48.00
AMERICAN LEGION POST 403	FULL BANQUET FARMERS MARKET	\$ 190.00
ARNOLD MOTOR SUPPLY	PARTS FOR BOOM TRUCK	\$ 155.64
BANKERS TRUST	DEBT SERVICE ST/WA	\$ 9,310.00
BOB BROWN CHEVROLET	HANDLE FOR PW CHEVY TRUCK	\$ 53.72
BOBS AUTO PARTS	BOOM TRUCK PART	\$ 13.38
CARPENTER UNIFORM CO	PD - DAGGETT APPARELL	\$ 110.95
CASEY'S GENERAL STORE	PD GAS	\$ 692.26
CENTURY LINK	CITY HALL/BOB FELLER	\$ 583.93
CHRIS POWER	MILEAGE/REIMBURSE FEE	\$ 637.30
COOK'S ILLUSTRATED	SUBSCRIPTION	\$ 19.95
CULLIGAN	AUTOMATIC RENTAL	\$ 21.95

DALLAS CO RECORDER	QUIT CLAIM DEED	\$ 12.00
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	\$ 177.07
DELTA DENTAL	EMPLOYEE DENTAL INS	\$ 341.80
DENNIS CARTER	WA MAIN BREAK	\$ 200.00
DMACC	EMR EXAM POLLARD POWERS	\$ 250.00
EFTPS	FED/FICA TAX	\$ 2,710.80
EFTPS	FED/FICA TAX	\$ 2,864.09
EFTPS	FED/FICA TAX	\$ 2,743.97
HEARTLAND COOP	SHOP LP/WA SHED	\$ 1,080.66
IFMCV	LEGAL FEES & REIMBURSABLES PER	\$ 3,000.00
IMFOA	IMFOA 15/16 DUES	\$ 40.00
IOWA LIBRARY ASSOCIATION	2015 MEMBERSHIP DUES	\$ 80.00
IOWA ONE CALL	FAXES	\$ 4.50
IPERS	IPERS	\$ 1,718.17
JESTER INSURANCE SERVICE	HUMVEE INS	\$ 178.00
KIMBERLY KNAPP	1 YR WEBSITE HOSTING FEE	\$ 120.00
LIBRARY & EDUCATIONAL SERVICES	AUDIO BOOKS & BOOKS	\$ 108.82
LOWE'S	REC COMPLEX CONCRETE	\$ 84.15
MATHESON TRI GAS INC	OXYGEN	\$ 34.76
MATT PARROTT/STOREY KENWORTHY	W2S AND RELATED FORMS	\$ 75.05
MIDAMERICAN ENERGY	GAS/ELEC	\$ 2,537.20
OFFICE DEPOT	FOLDERS, TAPE, LABELS	\$ 47.91
OGDEN PUBLICATIONS	GRIT SUBSCRIPTION X 1 YR	\$ 16.95
SOUTHERN IA COUNCIL OF GOV	MEBERSHIP FY 2016	\$ 1,981.20
SQUARE, INC	CREDIT CARD ACCEPTANCE FEE	\$ 44.46
STIVERS FORD	REPAIRS RESCUE UNIT 842	\$ 1,236.16
TASTE OF HOME	COOKBOOK	\$ 30.98
THE HARTFORD	EMPLOYEE LIFE/DIS INS	\$ 191.43
TREAS - ST OF IA SALES TX	QUARTERLY SALES TAX OCT-DEC 14	\$ 2,238.00
TREAS - STATE OF IOWA W/H	STATE TAX	\$ 541.00
ULTRAMAX	AMMUNITION	\$ 257.60
US POSTMASTER	JAN UT BILLS/NEWSLETTERS	\$ 196.80
VEENSTRA & KIMM INC	WA TREATMENT/IMPROVEMENTS	\$ 346.90
VERIZON WIRELESS	CELL PHONE CHARGES	\$ 383.11
VERIZON WIRELESS	PD CELL PHONE	\$ 383.47
WASTE CONNECTIONS	GARBAGE SERVICES	\$ 6,452.52
WELLMARK	EMPLOYEE HEALTH INS	\$ 3,821.79
WELLS FARGO CC	LIB MATERIALS	\$ 179.52
	***** REPORT TOTAL *****	\$ 49,285.82

c. December Financial Statements/Quarterly Investment Report.

FUND	RECEIVED	DISBURSED
GENERAL	25,048.52	36,908.67

LIBRARY TECHNOLOGY FUND	0.01	0.00
FARMERS MARKET	190.00	165.60
ROAD USE TAX	7,632.63	8,011.96
EMPLOYEE BENEFITS	3,215.52	4,862.86
EMERGENCY FUND	278.09	0.00
TIF-CR ESTATE	0.00	48,372.96
TIF-WH PINES SUBDIVISIO	181.38	0.00
TIF-POLK CO. BANK	0.00	7,106.24
TIF ORIGINAL (420-844)	-763.14	0.00
PARK TRUST FUND	0.14	0.00
LIBRARY TRUST FUND	0.17	6,287.08
VM COMMUNITY BETTERMENT	0.00	50.00
REC CAPITAL FUND	0.00	2,800.00
DEBT SERVICE	2,555.19	9,310.00
WATER	18,189.22	13,810.47
SEWER	11,899.76	13,356.58
*****REPORT TOTAL*****	68,427.49	151,042.42

- d. Annual Appointments:
 - i. City Administrator – Jake Anderson
 - ii. City Clerk – Liz Thompson
 - iii. City Attorney – Erik Fisk, Whitfield & Eddy
 - iv. City Engineer – Bob Veenstra Jr., Veenstra & Kimm
 - v. Public Works Director – Dave Herman
 - vi. Public Safety Director/Police Chief – William Daggett
 - vii. Fire Chief – Jon Bruen
- e. An agreement for legal services with Dorsey & Whitney for proposed water system improvements financed through the Iowa Finance Authority and its State Revolving Fund.
- f. An agreement for professional services with Calhoun and Burns for required semi-annual bridge inspections.
- g. An agreement for the professional services with ISG Engineers and Architects for the development of construction drawings necessary to make alterations at 310 Mill Street and 505 Grant Street.
- h. Resolution #2015-1, “A resolution authorizing the expenditure of “Vehicle Inspection” funds for the repair, remodel, and furnishing of 505 Grant Street and 310 Mill Street.”
- i. Resolution #2015-2, “A Resolution to Participate in the Planning and Development Programs of the Southern Iowa Council of Governments.”

Lacy moved supported by Stump to adopt and approve Resolution #2015-3, “A Resolution Adopting the Revised Consent Agenda.” Passed unanimously.

- 9) Mayor Adams asked staff to present the proposed open records request policy. City Attorney Fisk explained that the policy is being presented and recommended as a measure to bring existing policy into alignment with current laws and best practices for administering open records requests. Lacy moved supported by Peterson to approve the policy as it was presented. Passed unanimously.
- 10) Mayor Adams asked staff to present the proposed site plan for the expansion of the facility at 527 Main Street owned by JBG Holdings/Integrated Sales. Anderson noted that the staff comments were limited to ensuring compliance with the setback requirements of the City’s zoning ordinance and that JBG Holdings/Integrated Sales was able to address the comments by submitting additional information and verified compliance. Anderson explained that the site plan was presented to the Planning and Zoning Commission in December

and that the Commission and staff are recommending approval to the City Council. Moved by Lacy supported by Peterson to approve the site plan as presented. Passed unanimously.

- 11) Mayor Adams asked staff to present the proposed 28E agreement with the Van Meter Community School District for the establishment of a School Resource Office Program. Public Safety Director Daggett explained that the agreement was a perfunctory agreement that formalized an existing working relationship between the Van Meter Police Department and the Van Meter Community School District. Lacy asked about the costs associated with the agreement. Daggett explained that the District would be required to provide a parking space but otherwise no consideration is made for the administration of the agreement. Sacker moved supported by Stump to approve the agreement as presented. On roll call the votes were as follows: Lacy – No; Sacker – Yes; Peterson – Yes; Stump – Yes. Motion passed.
- 12) Mayor Adams asked staff to present the proposed 28E agreement with the City of Waukee for the establishment of a line of demarcation between the communities and for the cooperative planning of harmonious development of the property between the two cities. City Administrator Anderson noted that the agreement shares commonalities with the agreement between Van Meter and West Des Moines and that the proposed agreement is scheduled to expire in 8 years at the same time that the agreement with West Des Moines expires. Mayor Adams opened the public hearing, hearing no public comment and having received none in writing Mayor Adams closed the public hearing and asked for a motion. Lacy moved supported by Sacker to approve the 28E agreement for an annexation moratorium with the City of Waukee as presented. Passed unanimously.

13) Department/Committee Reports

Lacy reported on the activities of the Van Meter Community Development Corporation.

- 14) Having no further business Mayor Adams asked for a motion to adjourn. Moved by Peterson supported by Lacy. Passed unanimously.

_____ Allan B. Adams, Mayor

ATTEST _____ Liz Thompson, City Clerk

City of Van Meter, Iowa
City Council Minutes – 01-14-2015

- 1) The Van Meter City Council and the Van Meter Public Library Board of Trustees met in joint session on Wednesday, January 14, 2015 at the Veterans Reception Center. Mayor Allan Adams called the meeting to order at 6:30PM. The following council members and library board members were present upon roll call: Bob Lacy, Kim Sacker, and Owen Stump, Rachel Backstrom, Amanda Durflinger, Nancy Lacy, and John Seefeld. Mike Peterson, Elizabeth Tweed, and Gene Gabus were absent

Staff present: City Administrator Jake Anderson and City Attorney Erik Fisk.

- 2) Mayor Adams asked for a motion to approve the agenda. Motioned by B. Lacy supported by Sacker. On roll call the votes were as follows: B. Lacy – Yes; Sacker – Yes; Stump – Yes; Backstrom – Yes; Durflinger – Yes; N. Lacy – Yes; Seefeld - Yes. Passed unanimously.
- 3) Mayor Adams asked for a motion to adjourn into closed session pursuant to Iowa Code 21.5(1)(c). Moved by B. Lacy supported by Stump. On roll call the votes were as follows: B. Lacy – Yes; Sacker – Yes; Stump – Yes; Backstrom – Yes; Durflinger – Yes; N. Lacy – Yes; Seefeld - Yes. Passed unanimously and adjourned into closed session at 6:31PM.

~Closed Session~

- 4) At the conclusion of the closed session B. Lacy moved supported by Stump to reopen the meeting at 8:33PM. On roll call the votes were as follows: B. Lacy – Yes; Sacker – Yes; Stump – Yes; Backstrom – Yes; Durflinger – Yes; N. Lacy – Yes; Seefeld - Yes. Passed unanimously.
- 5) Having no further business Mayor Adams asked for a motion to adjourn. Moved by B. Lacy supported by Sacker. On roll call the votes were as follows: B. Lacy – Yes; Sacker – Yes; Stump – Yes; Backstrom – Yes; Durflinger – Yes; N. Lacy – Yes; John Seefeld - Yes. Passed unanimously.

_____ Allan B. Adams, Mayor

_____ Rachel Backstrom, Chair

ATTEST _____ Jake Anderson, City Administrator

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE

ACCOUNTS PAYABLE CLAIMS				

TYCO INTERGRATED SECURITY	QRTLY BILLING 2/1/15-4/30/15	120.00		
AG SOURCE LABORATORIES	WATER TESTING	50.50		
ALL AMERICAN TURF BEAUTY	VEGETATION CONTROL LAGOON FY15	914.43		
AMERICAN WATER WORKS ASSOC	MEMBERSHIP DUES 4/1/15-3/31/16	89.00		
ARNOLD MOTOR SUPPLY	PW WIPER BLADES AND OIL FILTER	22.87		
BOB LACY	MILEAGE WAUKEE MEETING GDCDA	11.50		
CARPENTER UNIFORM CO	PETERSON/POWER GEAR	463.96		
CASEY'S GENERAL STORE	PW GAS	706.27		
CENTURY LINK	CITY HALL/BOB FELLER PHONE	673.07		
COMPASS BUSINESS SOLUTIONS	UTILITY BILLS - 5,000	677.19		
CULLIGAN	AUTOMATIC RENTAL	21.95		
DALLAS COUNTY EMS	CPR GREER & PETITHORY	20.00		
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	220.32		
DELTA DENTAL	EMPLOYEE DENTAL INS	380.26	11178453	1/31/15
EFTPS	FED/FICA TAX	4,213.52	11178449	1/30/15
ESRI INC	ARCGIS FEE 2/24/2015-2/23/2016	400.00		
HEARTLAND COOP	FD DIESEL	84.74		
IACP	MEMBERSHIP FY 2015	170.00		
IFMCV	MONTHLY RENT PER LEASE/OPTION	1,000.00		
IFMCV	MONTHLY RENT PER LEASE/OPTION	1,000.00	2,000.00	25061 1/19/15
IMAGING TECHNOLOGIES	QRTLY BILLING 2/15-5/15	352.92		
INDEPENDENT SALT COMPANY	HIWAY/TREATED BULK SAND	1,999.73		
IOWA ONE CALL	FAXES	19.00		
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT BENEFITS QRT 1	2,083.75	11178446	1/19/15
IPERS	IPERS	3,805.55	11178447	1/30/15
JESTER INSURANCE SERVICE	FELLER LOCATION INSURANCE	853.00		
L TRON CORPORATION	LAW ENFORCEMENT SCANNER KIT W	339.00		
LIZ THOMPSON	MILEAGE TO CPM AT DRAKE	62.45		
LOWE'S	CITY HALL EXPENSES	292.37		
MATHESON TRI GAS INC	OXYGEN	34.76		
MERCY CLINICS INC	EMT B CLASS DAGGETT PETITHORY	1,450.00		
METERING & TECHNOLOGY SOLUTION	WATER METERS	713.39		
MIDAMERICAN ENERGY	GAS/ELEC	2,720.96		
OFFICE DEPOT	OFFICE SUPPLIES	62.38		
OGDEN PUBLICATIONS	MOTHER EARTH NEWS	10.00		
PERRY PUBLIC LIBRARY	RED CAPE X 2	12.84		
RHODES INC	ICE CONTROL SAND	336.94		
SECRETARY OF STATE	NOTARY STAMP JOHN PETITHORY	30.00		
SQUARE, INC	CREDIT CARD ACCEPTANCE FEE	3.54	11178450	1/31/15
THE HARTFORD	EMPLOYEE LIFE/DIS INS	213.50	11178454	1/31/15
TREAS - STATE OF IOWA W/H	STATE TAX	1,179.00	11178448	1/30/15
UNITYPOINT CLINIC	DATA MEMBERSHIP DUES	30.00		
US POSTMASTER	FEB UT BILLS/NEWSLETTER	341.40	25074	1/30/15
UTILITY EQUIPMENT CO	REPAIR CLAMP - WA	86.75		
VALLEY WEST UNIFORMS	EMT UNIFORM & ACCESSORIES	204.35		
VEENSTRA & KIMM INC	WATER TREATMENT SERVICES	314.10		
WASTE CONNECTIONS	GARBAGE CONTRACT	6,462.52		
WELLMARK	EMPLOYEE HEALTH INS	3,821.79	11178452	1/31/15
WELLS FARGO	SAFE BOX ANNUAL FEE	40.00	11178451	1/31/15
WHITFIELD & EDDY PLC	LEGAL SERVICES	1,263.00		

*** CITY OF VAN METER IA ***
ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
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**** PAID TOTAL ****

17,082.31

**** SCHED TOTAL ****

23,296.26

**** OPEN TOTAL ****

**** ON HOLD TOTAL ****

***** REPORT TOTAL *****

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40,378.57

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DEPT DEPT NAME

TOTAL CHECK# DATE

LIABILITIES	9,198.07
POLICE	1,401.62
EMERGENCY MANAGEMENT	11.67
FIRE	482.50
AMBULANCE	2,106.09
ROADS, BRIDGES, SIDEWALKS	4,310.08
STREET LIGHTING	205.67
GARBAGE	6,462.52
LIBRARY	1,356.16
PARKS	23.06
RECREATION	31.96
ECONOMIC DEVELOPMENT	314.10
CLERK/TREASURER/ADM	2,648.80
LEGAL SERVICES/ATTORNEY	1,483.32
CITY HALL/GENERAL BLDGS	608.08
WATER	7,116.94
SEWER/SEWAGE DISPOSAL	2,617.93

FUND FUND NAME

TOTAL CHECK# DATE

001	GENERAL	18,094.85		
110	ROAD USE TAX	5,166.87		
112	EMPLOYEE BENEFITS	2,861.74		
182	LIBRARY TRUST FUND	1,000.87		
186	SITE CERT/WA PROJECT	314.10		
600	WATER	8,715.39		
610	SEWER	4,224.75		



CITY OF VAN METER

Bank Reconciliation/Financial Summary - Month/Year: January 2015

Treasurer's Report

Book Balance, Beginning of Month:	\$1,245,947.03
Add: Total Revenues this Month: with transfers	\$55,403.09
Less: Total Expenditures this Month: with transfers	(\$64,729.08)
Add: Δ Liability	(\$1,622.77)
Book Balance End of Month:	\$1,234,998.27

Bank Reconciliation

Checking Account Balance End of Month:	\$723,175.10
Less: Outstanding Transactions (Cash Report):	(\$13,120.56)
Adjusted Checking Account Balance:	\$710,054.54

Currency

Petty Cash: (res Nov 2004)	\$100.00
Change Fund:	\$30.00
Total Currency:	\$130.00

Investments: (Interest for month included)

IPAIT	
IPAIT – general	\$220,818.05
IPAIT – park	\$20,622.29
IPAIT – library	\$17,060.61
IPAIT – library/technology	\$1,187.19
IPAIT TOTAL:	\$259,688.14
Certificate of Deposit/ESB	\$250,000.00
Wells Fargo – savings acc't	\$15,125.59
Total Investments:	\$524,813.73

Total of Bank Statements End of Month	\$1,234,998.27
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Difference:	\$0.00
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Note(s):

Verify: Mayor or Mayor Pro Tem:

CALENDAR 1/2015, FISCAL 7/2015

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	43,869.64	12,257.38	30,121.34	26.83	26,032.51
049 VEHICLE INSPECTION FUND	38,491.91	.00	.00	.00	38,491.91
051 LIBRARY TECHNOLOGY FUND	210.02	.01	.00	.00	210.03
052 PW-VEHICLE REPLACEMENT	7,000.00	.00	.00	.00	7,000.00
053 FD-VEHICLE REPLACEMENT	18,044.93	.00	.00	.00	18,044.93
054 VEHICLE REPLACEMENT-POL	5,631.25	.00	.00	.00	5,631.25
055 VEHICLE REPLACEMENT-FIR	3,873.82	10,000.00	.00	.00	13,873.82
056 TECHNOLOGY REPLACEMENT-	5,000.00	.00	.00	.00	5,000.00
057 BUILDING REPAIR RESERVE	3,000.00	.00	.00	.00	3,000.00
058 FARMERS MARKET	3,494.21	.00	190.00	.00	3,304.21
110 ROAD USE TAX	64,505.80	9,129.11	7,208.84	374.49-	66,051.58
112 EMPLOYEE BENEFITS	85,222.47	400.80	5,049.73	.00	80,573.54
119 EMERGENCY FUND	5,787.58	34.67	.00	.00	5,822.25
121 LOCAL OPTION SALES TAX	53,794.37	.00	.00	.00	53,794.37
125 TIF-CR ESTATE	163,059.63	.00	.00	.00	163,059.63
126 TIF-WH PINES SUBDIVISIO	55,205.15	.00	.00	.00	55,205.15
127 TIF-POLK CO. BANK	48,788.35	.00	.00	.00	48,788.35
128 TIF-STANDBROUGH	.00	.00	.00	.00	.00
129 TIF ORIGINAL (420-844)	142,524.98	.00	.00	.00	142,524.98
180 PARK TRUST FUND	28,093.45	.14	.00	.00	28,093.59
181 REC TRUST	89,980.04	.00	.00	.00	89,980.04
182 LIBRARY TRUST FUND	17,938.85	194.55	3,087.83	256.56-	14,789.01
183 VM COMMUNITY BETTERMENT	2,225.37	.00	50.00	.00	2,175.37
184 CDBG/HOUSING PROJECT	.00	.00	.00	.00	.00
185 REC CAPITAL FUND	27,431.22	.00	.00	.00	27,431.22
186 SITE CERT/WA PROJECT	157,097.20	.00	.00	.00	157,097.20
200 DEBT SERVICE	21,028.23	325.07	.00	.00	21,353.30
205 DEBT SERVICE-WATER	.00	.00	.00	.00	.00
213 DEBT SERVICE-LIFT STATI	.00	.00	.00	.00	.00
300 SIDEWALK CAPITAL PROJEC	1.00	.00	.00	.00	1.00
500 CEMETARY-PERPETUAL CARE	16,550.00	1,000.00	.00	.00	17,550.00
600 WATER	95,884.32	12,442.74	11,061.56	507.97-	96,757.53
606 WATER MAIN PROJECT	40,210.29	.00	.00	.00	40,210.29
610 SEWER	2,002.95	9,618.62	7,959.78	510.58-	3,151.21
612 DEBT SERVICE-SEWER LAGO	.00	.00	.00	.00	.00
Report Total	1,245,947.03	55,403.09	64,729.08	1,622.77-	1,234,998.27

APPLICATION FOR TAX ABATEMENT UNDER THE
URBAN REVITALIZATION PLAN FOR

VAN METER, IOWA

Date 12-9-14

☒ Prior Approval for
Intended Improvements

Approval of Improvements
Completed

Address of Property: 527 Main Street, Van Meter, IA 50261

Legal Description: Lot 7 & 8 Block 3 - 527 Main St, Van Meter

Title Holder or Contract Buyer: Jarret & Brenda Golovitzer (JBG Holdings, LLC) *

Address of Owner (if different than above): 36852 W Shore Ln, Van Meter, IA 50261

Phone Number (to be reached during the day): 515-554-4331

Existing Property Use: ☐ Residential ☒ Commercial ☐ Industrial ☐ Vacant

Proposed Property Use: Commercial - sales office

Nature of Improvements: ☐ New Construction ☒ Addition ☐ General Improvements

Specify: Addition will be attached to current structure on property. Addition will include offices, training room and storage for business use (professional business)

Estimated or Actual Date of Completion: 4/2015

Estimated or Actual Cost of Improvements: \$150K

Tax Exemption Schedule is attached.

Signed: Brenda M. Golovitzer

FOR CITY USE:

CITY COUNCIL	Application Approved/Disapproved Reason (if disapproved)_____

	Date_____
	Attested by the City Clerk_____
ASSESSOR	Present Assessed Value_____
	Assessed Value with Improvements_____
	Eligible or Noneligible for Tax Abatement_____
	Assessor_____ Date_____

EXEMPTIONS

Residential

All qualified real estate assessed as residential property is eligible to receive a one hundred percent (100%) exemption from taxation on the first seventy-five thousand dollars (\$75,000) of actual value added by the improvements. The exemption is for a period of five (5) years, determined as follows:

1st Year – 100%

4th Year – 33%

2nd Year – 100%

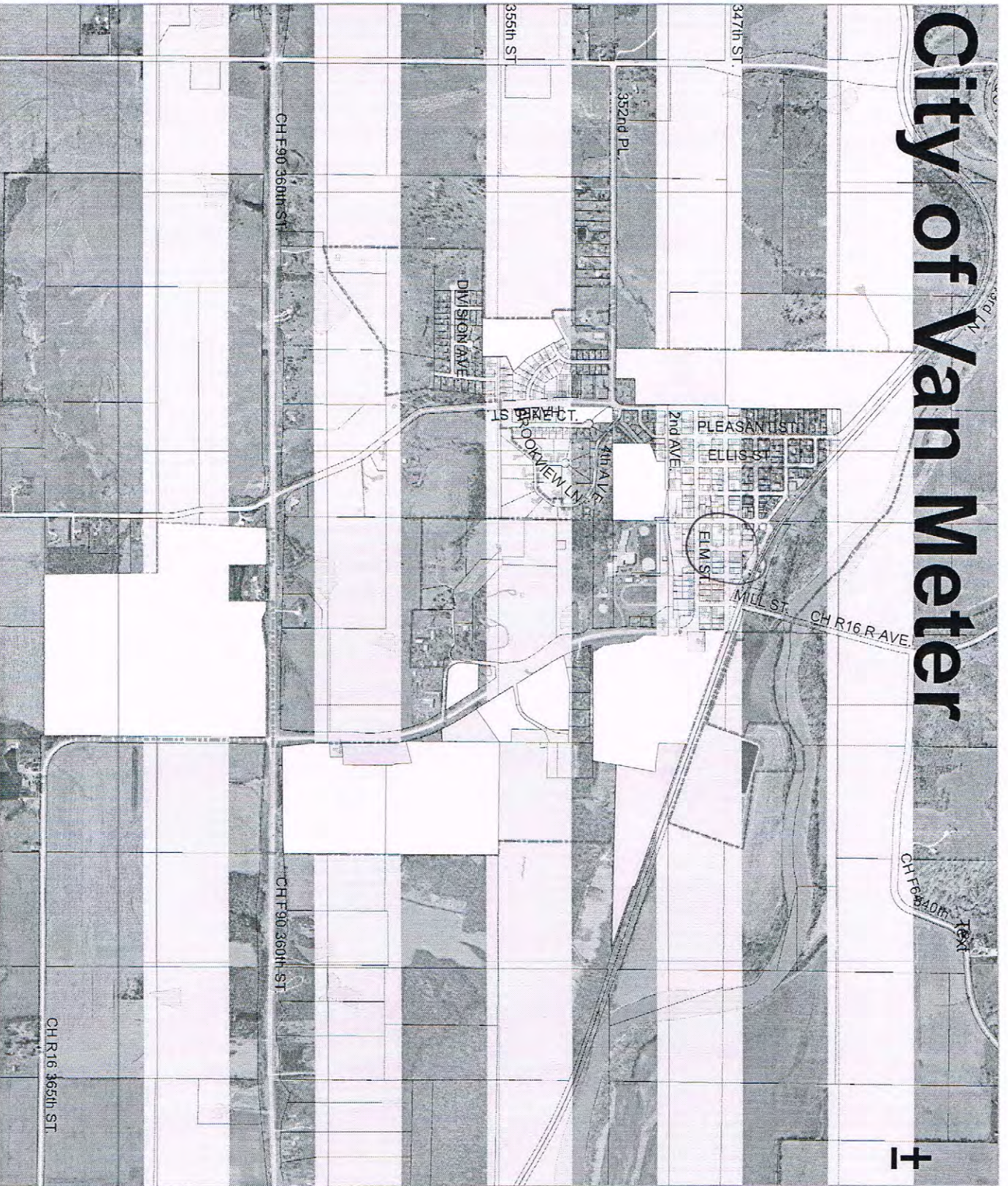
5th Year – 33%

3rd Year – 33%

Commercial/Industrial

All qualified real estate assessed as commercial or industrial property is eligible to receive a one hundred percent (100%) exemption on the actual value added by the improvements. The exemption is for a period of three (3) years.

City of Van Meter



LEGEND



Tax Abatement
Map - 2006
Excluded Parcels

Agenda Item #6 - Presentation of the financial audit for Fiscal year 2014

Submitted for:
Information.

Note:

The audit report will be distributed in hard copy to the City Council during the meeting. Thereafter, the report will be available online through the City's website and the Auditor of State's website.

Recommendation:
Receive and file the report.

Sample Language:

Mayor: *Would the Auditor please present the audit report.*

Auditor: *Presentation*

Mayor: *Does the Council have any questions for the Auditor? If not, thank you for the report.*

Agenda Item #7 -

Personnel transaction relevant to a part time police officer.

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: *Would staff please review the proposed resolution.*

Staff: *Gives Review.*

Mayor: *Does the Public Safety Committee have anything further to add?*

Committee: *Remarks*

Mayor: *Does the City Council wish to discuss the proposal further? If not, I would entertain a motion to approve the resolution as it has been presented to us..*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lacy ____; Stump ____; Tweed ____; Sacker ____; Peterson ____;*

Mayor: *The resolution is adopted. Thank you.*

Resolution # 2015-_____ “A Resolution approving Personnel Transactions relevant to part time Police Officers”

Whereas, the City Council’s Public Safety Committee has reviewed a proposal for part-time officers and,

Whereas, the Public Safety Committee has determined a need and recommends that the City Council authorize part-time police officers and,

Whereas, Public Safety Director Daggett recommends the promotion of reserve officer John Petithory to part-time status now,

Therefore, now be it resolved by the Van Meter City Council that Officer John Petithory is hereby promoted to part-time status at an hourly rate of \$12.00 per hour.

Further it is resolved that the Public Safety Director is generally authorized to schedule Officer Petithory 20 hours per month. Additional hours may be permitted as needed and as the budget allows but requires the City Administrator’s prior approval.

Passed and Approved this 9th Day of February 2015.

_____ Mayor Allan Adams

ATTEST:

_____ Liz Thompson, City Clerk

Agenda Item #8 -

Resolution setting a public hearing to inter into a Water Revenue Loan and Disbursement Agreement for a principal amount not to exceed \$185,000

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: *Would staff please present the proposed resolution.*

Staff: *Gives presentation.*

Mayor: *Does the City Council wish to discuss further the proposed public hearing? If not, I would entertain a motion to approve the resolution as it has been presented to us.*

City Councilmember _____: *So moved.*

City Councilmember _____: *Second.*

Mayor: *Roll Call Please.*

City Clerk: *Lacy ____; Stump ____; Tweed ____; Sacker ____; Peterson ____;*

Mayor: *The resolution is adopted. Thank you.*

MINUTES TO SET DATE FOR HEARING
ON ENTERING INTO A LOAN AND
DISBURSEMENT AGREEMENT

420352-14 (N/I)

Van Meter, Iowa

February 9, 2015

The City Council of the City of Van Meter, Iowa, met on February 9, 2015, at _____ o'clock ____m., at the _____, in the City. The Mayor presided and the roll was called showing the following members of the Council present and absent:

Present: _____

Absent: _____.

Council Member _____ introduced a resolution hereinafter next set out and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION NO. _____

Resolution to fix a date for a public hearing on a proposal to enter into a Water Revenue Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$185,000

WHEREAS, the City of Van Meter (the “City”), in the County of Dallas, State of Iowa, did heretofore establish a Municipal Waterworks System (the “Utility”) in and for the City which has continuously supplied water and water service in and to the City and its inhabitants since its establishment; and

WHEREAS, the management and control of the Utility are vested in the City Council (the “Council”) and no board of trustees exists for this purpose; and

WHEREAS, the City now proposes to enter into a Water Revenue Loan and Disbursement Agreement (the “Agreement”) in a principal amount not to exceed \$185,000 pursuant to the provisions of Section 384.24A of the Code of Iowa for the purpose of paying the cost, to that extent, of planning, designing and constructing improvements and extensions to the Utility, and it is necessary to fix a date of meeting of the Council at which it is proposed to take action to enter into the Agreement and to give notice thereof as required by such law;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Van Meter, Iowa, as follows:

Section 1. This Council shall meet on the 9th day of March, 2015, at the _____, in the City, at _____ o'clock ____m., at which time and place a hearing will be held and proceedings will be instituted and action taken to enter into the Agreement.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held, by publication at least once and not less than four nor more than twenty days before the meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE
PROCEEDINGS TO ENTER INTO A LOAN AND DISBURSEMENT AGREEMENT
IN A PRINCIPAL AMOUNT NOT TO EXCEED \$185,000

(WATER REVENUE)

The City Council of the City of Van Meter, Iowa, will meet on the 9th day of March, 2015, at the _____, in the City, at _____ o'clock ____m., for the purpose of instituting proceedings and taking action to enter into a loan and disbursement agreement (the "Agreement") and borrow money in a principal amount not to exceed \$185,000 for the purpose of paying the cost, to that extent, of planning, designing and constructing improvements and extensions to the Municipal Waterworks System.

The Agreement will not constitute a general obligation of the City, nor will it be payable in any manner by taxation but, together with any additional obligations of the City as may be hereafter issued and outstanding from time to time ranking on a parity therewith, will be payable solely and only from the Net Revenues of the Municipal Waterworks System of the City.

At the aforementioned time and place, oral or written objections may be filed or made to the proposal to enter into the Agreement. After receiving objections, the City may determine to enter into the Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of Van Meter, Iowa.

Liz Thompson
City Clerk

Section 3. Pursuant to Section 1.150-2 of the Income Tax Regulations (the “Regulations”) of the Internal Revenue Service, the City declares (a) that it intends to undertake the Project which is reasonably estimated to cost at least \$185,000, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the “Bonds”), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the Project have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved this February 9, 2015.

Mayor

Attest:

City Clerk

• • • •

On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
COUNTY OF DALLAS
CITY OF VAN METER

SS:

I, the undersigned, Clerk of the aforementioned City, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to fixing a date for hearing on the City Council's proposal to take action in connection with a Water Revenue Loan and Disbursement Agreement.

WITNESS MY HAND this _____ day of _____, 2015.

City Clerk

STATE OF IOWA
COUNTY OF DALLAS SS:
CITY OF VAN METER

I, the undersigned City Clerk, do hereby certify that the aforementioned City is organized and operating under the provisions of Title IX of the Code of Iowa and not under any special charter and that such City is operating under the Mayor-Council form of government and that there is not pending or threatened any question or litigation whatsoever touching the incorporation of the City, the inclusion of any territory within its limits or the incumbency in office of any of the officials hereinafter named.

And I do further certify that the following named parties are officials of the City as indicated:

_____	Mayor
_____	City Clerk
_____	City Administrator/Treasurer
_____	Council Member/Mayor Pro-Tem
_____	Council Member
_____	Council Member
_____	Council Member
_____	Council Member

WITNESS MY HAND this _____ day of _____, 2015.

City Clerk

STATE OF IOWA
COUNTY OF DALLAS SS:
CITY OF VAN METER

I, the undersigned, City Clerk of the City of Van Meter, Iowa (the “City”), do hereby certify that the City established the Municipal Waterworks System (the “Utility”) prior to January 1, 1961 and that the Utility has been in continuous operation by the City since its establishment as aforesaid in supplying water and water service to the City and its inhabitants.

I further certify that the management and control of the Utility are vested in the Council of the City, and that no board of trustees exists which has any part of the control and management of such Utility.

I further certify that the City has no bonds or other obligations of any kind now outstanding which are secured by and payable from the revenues derived from the operation of the Utility, except as follows:

Date	Type	Amount	Maturity
------	------	--------	----------

(Attach here a separate sheet listing any other outstanding obligations of the City secured by and payable from the revenues of the Utility excluding the proposed issue.)

I further certify that the annual earnings and annual operating expenses in connection with the operation of the Utility for each of the years indicated have been as follows:

Fiscal Year Ending	Gross Revenues	Operation and Maintenance Expenses (do not include Bond Debt Service and Capital Expense Items)	Net Revenues from Operation Before Payment of Capital Expenditures and Bond Debt Service	Capital Expenditures	Bond Debt Service
2013	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2014	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

I do further certify that the rates which were in effect for services furnished to customers by the Utility during the aforementioned fiscal years were as follows:

(Attach here a copy of each of the rate schedules in effect during such fiscal years).

I further certify that the budgeted annual earnings and annual operating expenses in connection with the operation of the Utility for the Fiscal Year ending June 30, 2015 are as follows:

Fiscal Year Ending	Gross Revenues	Operation and Maintenance Expenses (do not include Bond Debt Service and Capital Expense Items)	Net Revenues from Operation Before Payment of Capital Expenditures and Bond Debt Service	Capital Expenditures	Bond Debt Service
2015	\$_____	\$_____	\$_____	\$_____	\$_____

I do further certify that attached hereto is a true, correct and complete copy of the present rate ordinance for the Utility.

(Attach here a copy of the current rate ordinance).

WITNESS MY HAND this _____ day of _____, 2015.

City Clerk

(PLEASE NOTE: Please do not date and return this certificate until you have received the publisher's affidavit and have verified that the notice was published on the date indicated in the affidavit, but please return all other completed pages to us as soon as they are available.)

STATE OF IOWA
COUNTY OF DALLAS
CITY OF VAN METER

SS:

I, the undersigned, Clerk of the aforementioned City, do hereby certify that pursuant to the resolution of its Council fixing a date of meeting at which it is proposed to take action to enter into a loan and disbursement agreement, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this _____ day of _____, 2015.

City Clerk

(Attach here the publisher's original affidavit with clipping of the notice, as published.)

February 5, 2015

VIA EMAIL

Jake Anderson
City Administrator/City Hall
Van Meter, IA

Re: \$185,000 SRF Water Revenue Loan and Disbursement Agreement/Planning and
Design Loan
File No. 420352-14

Dear Jake:

We have prepared and attach proceedings for the February 9, 2015 City Council meeting to enable the Council to set March 9, 2015, as the date for a hearing on the proposal to enter into the SRF Water Revenue Loan and Disbursement Agreement (the "Agreement").

The documents attached include the following items:

1. Resolution fixing the date of meeting at which it is proposed to take action to enter into the Agreement. The form of notice is set out as part of Section 2 of the resolution. Please print an extra copy for delivery to the newspaper. Please insert the time and place of the hearing in both the resolution and the notice.
2. Certificate attesting the transcript.
3. Organization certificate.
4. Certificate with respect to the establishment of the Water Utility, its outstanding debt, its earnings and expenses and its rates and charges to customers.
5. Certificate with respect to publication of the notice, to which must be attached the publisher's affidavit of publication with a clipping of the notice as published.

The notice must be published at least once, not less than 4 nor more than 20 days before the meeting date set for the hearing, in a legal newspaper which has a general circulation in Van Meter.

As soon as the notice appears in the newspaper, please have a copy faxed to our office at (515) 283-1060.

Please return one fully executed copy of all completed pages to us as soon as they are available.

Please call John Danor or me if you have questions.

Kind regards,

Amy Bjork

Attachments

cc: Bob Veenstra
Tracy Scebold

Agenda Item #9 - Reports

Submitted for:
Information
Recommendation:

Sample Language:

- 1) *Parks and Rec*
- 2) *Library*
- 3) *Public Safety*
- 4) *Public Works*
- 5) *Attorney*
- 6) *Engineer*
- 7) *Administrator*
- 8) *Council*
 - Committees (Chair Listed First)
 - a. Public Works/Infrastructure – Lacy, Stump
 - b. Culture and Recreation – Tweed, Sacker
 - c. Special Liaison Assignments or Ad-Hoc Committees
- 9) *Mayor*
 - a. Finance – Adams, Lacy, Peterson
 - b. Policy – Adams, Sacker, Peterson
 - c. Economic Development – Adams, Lacy, Tweed
 - d. Public Safety – Adams, Stump, Sacker
 - e. EMA, E911 *Lacy Alternate

January 2015 Van Meter Public Library stats

We were open 17 days.

827 patrons in to use a library service

795 titles checked out

79 rural route 39 open access

\$5.00 fines

3 new cardholders all city

27 new titles and 107 donated

Deletes to Surpass 37

236 reference transactions

We received 76 inter library loans and sent out four to other libraries. We had 2 more requested from our library but they were already checked out.

We had two book clubs and one knitting night.

The Dallas County conservationist came for a program.

The Adult Winter Reading contest went well. Shannon Buckner won with the most books read and also the most genres read. Judy Livesay came in second. Casey's donated a first place gift card for \$50.00. Welker's donated 5 Star Bucks gift cards.

Gene Gabus is the new Library Board trustee President. Nancy Lacy is the Vice President for the Board of Trustees.

We received more free new books from Usborne.

The library has now been decorated for Valentines.

We had great donations of books, magazines, and after school snacks.

We received books for the FRIEND's book sale coming up in May.

Agenda Item #10 - Adjournment

Submitted for:

Action

Recommendation:

Approval

Sample Language:

Mayor: *With no further business do I hear a motion to adjourn?*

City Councilmember _____: *So Moved.*

City Councilmember _____: *Second*

City Clerk: *Lacy ____; Stump ____; Tweed ____; Sacker ____; Peterson ____;*

Mayor: *The meeting is adjourned. Thank you.*